

**Agenda for a Regular Meeting of the  
Finance Committee of the Common Council of the City of Hudson**

Monday, April 8, 2019

6:15 p.m.

Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on Minutes from March 25, 2019
3. Discussion and Possible Action on Claims from April 8, 2019
4. Discussion and Possible Action on Regular Operators Licenses
5. Discussion and Possible Action on Grandview Park Restroom Facility
6. Discussion and Possible Action on A-1 Excavating for the Vine Street Improvement Project and Heggen Street Trail
7. Discussion and Possible Action for the Letter of Engagement for engineering services for the 2019 Street Maintenance project and authorize advertisement for bids.
8. Discussion and Possible Action on appointment of Finance Director
9. Discussion and Possible Action on Purchase of Parking Enforcement Vehicle for Police Department
10. Discussion and Possible Action on Temporary Beer/Wine license for Hudson Area Library Foundation for May 11, 2019
11. Discussion and Possible Action on selection of recruitment firm for the City Administrator position
12. Discussion and Possible Action on selection of contractor for the construction of the new Fire Department facility
13. Discussion and Possible Action on entering Closed session pursuant to 19.85(1)(c) considering employment, compensation or performance evaluation data or any public employee over which the governmental body has jurisdiction or exercises responsibility
  - A. Review request for City Clerk salary adjustment**NOTE: Closed Session will be held in Mayor's office**
14. Reconvene in Open Session
15. Items for Future Agendas
16. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star 2-22-2019

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

Notice is hereby given that a majority of the Common Council of the City of Hudson, Wisconsin, may be present at the foregoing meeting. This may constitute a meeting of the Common Council pursuant to *State ex. Rel. Badke v. Greendale Village Board*, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Council will not take any formal action at this meeting.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
CITY OF HUDSON, WISCONSIN  
WEDNESDAY, MARCH 25, 2019

UNAPPROVED

Meeting called to order by Mayor O'Connor at 6:30 pm.

PRESENT: Mayor Rich O'Connor. Alderpersons Bill Alms, Joyce Hall, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Devin Willi, Sarah Atkins Hoggatt, Jim Webber, Mike Johnson, Mike Mroz, Jennifer Rogers, Geoff Willems, Josh Olson, Scott St. Martin, others.

March 11, 2019. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

Fund		A/P Amounts	P/R Amounts	Totals
100	General	143,216.84	109,256.84	252,473.68
220	Stormwater MS-4	773.16		773.16
235	Room Tax & Comm Subs	4,750.00		4,750.00
290	Police Donations	249.00		249.00
310	Debt Service	16,755.00		16,755.00
416	Tid 1-6	601.80		601.80
451	2017 & 2018 Cap Projects	39,128.27		39,128.27
452	2019 & 2020 Cap Projects	840.90		840.90
620	Parking	3,305.96	187.03	3,492.99
630	Ambulance	6,491.09	21,150.94	27,642.03
640	Storm Sewer	822.91	78.62	901.53
Totals		\$ 216,934.93	\$ 130,673.43	\$ 347,608.36

Ayes (4). MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Hall, second by Alms, to recommend approval of three Regular Operator License applications submitted by Andrew Claypool, Cole Cristan, Scott Fagula, Jared Johnson, Aaron Stanaway and Ingrid Swenson for the license period of March 26, 2019 ending June 30, 2020., contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

TEMPORARY BEER/WINE LICENSE: MOTION by Hall, second by Alms, to recommend approve the Temporary Beer/Wine License application submitted by the Hudson Hockey Association for the Hall Pass Men's Tournament schedule for April 5-7, 2019. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL  
CITY OF HUDSON, WISCONSIN  
WEDNESDAY, MARCH 25, 2019

ST. CROIX STREET SANITARY EXTENSION LETTER OF ENGAGEMENT: MOTION by Morrisette, second by Hall, to recommend approval of a letter of engagement with SEH for the St. Croix Street Sanitary Extension, with funding to come as an advance from TID 6. Ayes (4). MOTION CARRIED.

CROSSWALK WARNING SYSTEMS: MOTION by Alms, second by Hall, to recommend MOTION by Alms, second by Hall the recommend the purchase and installation of two sets of Crosswalk Warning Systems on Hanley Road at O'Neil Road and Heritage Boulevard. Ayes (4). MOTION CARRIED.

CITY ADMINISTRATOR RECRUITMENT: Discussion took place regarding the recruitment process for a new City Administrator. MOTION by Hall, second by Morrisette, to authorize the City Administrator to contract executive recruitment firms with governmental experience and request proposals for recruiting a new Administrator for consideration at the April 8<sup>th</sup> Finance/Council meetings. Ayes (4). MOTION CARRIED.

ADJOURNMENT: MOTION by Hall, second by Alms, to adjourn at 6:50 p.m. Ayes (4). MOTION CARRIED.

Devin Willi  
Interim Finance Director

COUNCIL CLAIMS - April 8, 2019

<b>Fund</b>		<b>A/P Amounts</b>	<b>P/R Amounts</b>	<b>Totals</b>
100	General	474,556.83	125,392.99	599,949.82
235	Room Tax & Comm Subs	500.00		500.00
280	Park Dedication Fees	4,922.50		4,922.50
415	Tid 5	300.00		300.00
450	Capital Projects	215.31		215.31
452	2019 & 2020 Cap Projects	4,024.06		4,024.06
620	Parking	6,180.52	391.51	6,572.03
630	Ambulance	9,313.57	19,791.38	29,104.95
640	Storm Sewer	5,839.45	212.80	6,052.25
	<b>Totals</b>	<b>\$ 505,852.24</b>	<b>\$ 145,788.68</b>	<b>\$ 651,640.92</b>



SUBMITTED TO: Finance/Common Council

DATE: April 8, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application(s) for Operator's Licenses

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**ISSUE:**

Applications for Operator's Licenses are on file at the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

**STAFF RECOMMENDATION:**

Approve the issuance of 1 Regular Operator License for the period of April 9, 2019 to June 30, 2020 to Kevin Nelson.



Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Common Council/Finance Committee

**FROM:** Michael Mroz; Public Works Director

**DATE:** April 3, 2019

**SUBJECT:** Discussion and possible action on the approval of the bid received from Elliot Architects in the amount of \$13,000 for design and construction services for the Grandview Park Restroom facility

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**BACKGROUND:**

The Park Board met on March 25, 2019 to discuss design features for the Grandview Park Restrooms and approved staff to proceed with bid solicitation for the architectural and design work.

The proposal package was prepared based on the recommendations of the board and the RFP was prepared, sent to 12 architectural firms, posted in the paper, and on the city webpage per the city's procurement policy.

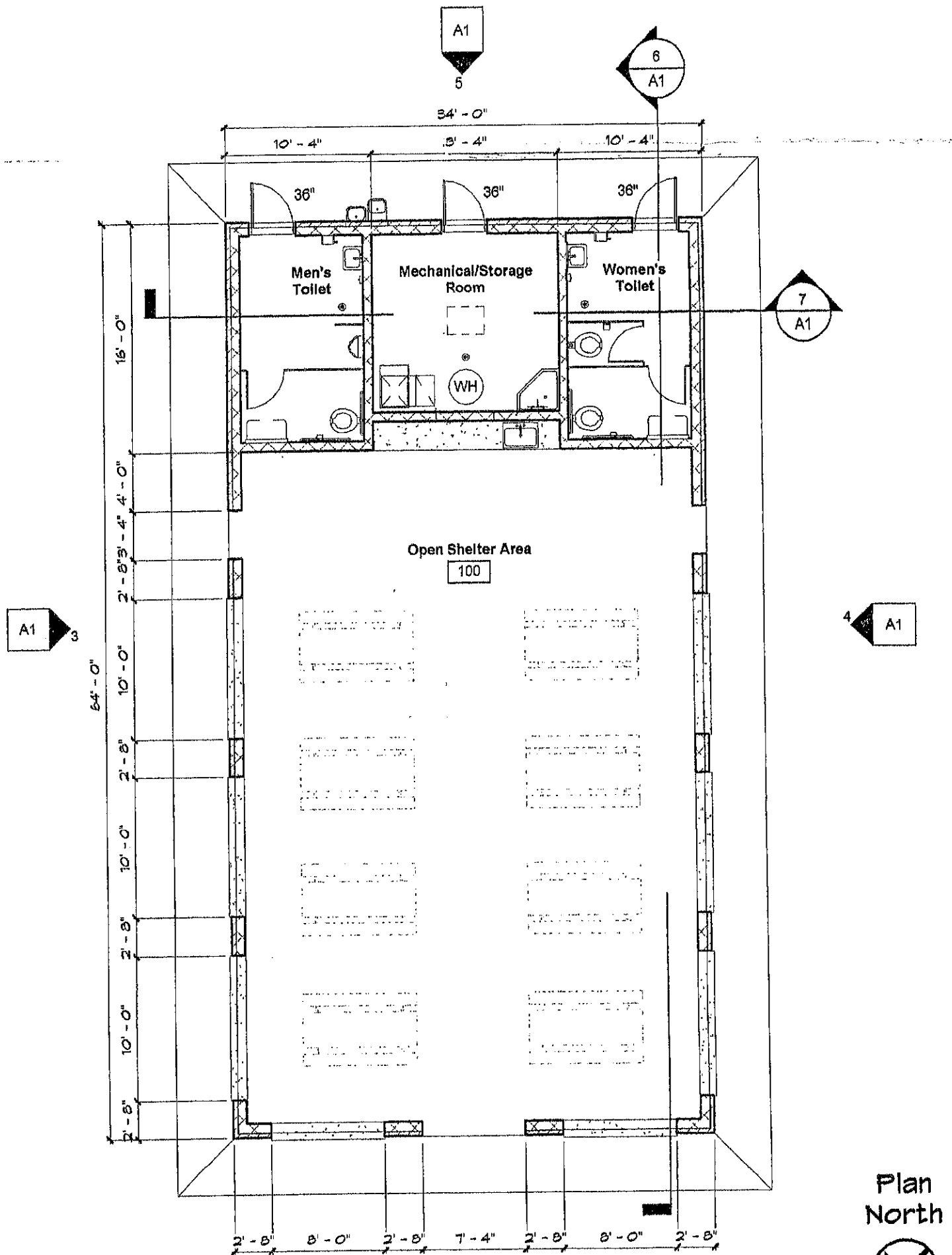
The following proposals were received:

- Elliot Architects \$13,000.00
- Larry Glockzin \$18,700.23
- Cedar Corporation \$29,750.00
- Kroll & Associates \$33,750.00
- Oertel Architects \$48,000.00

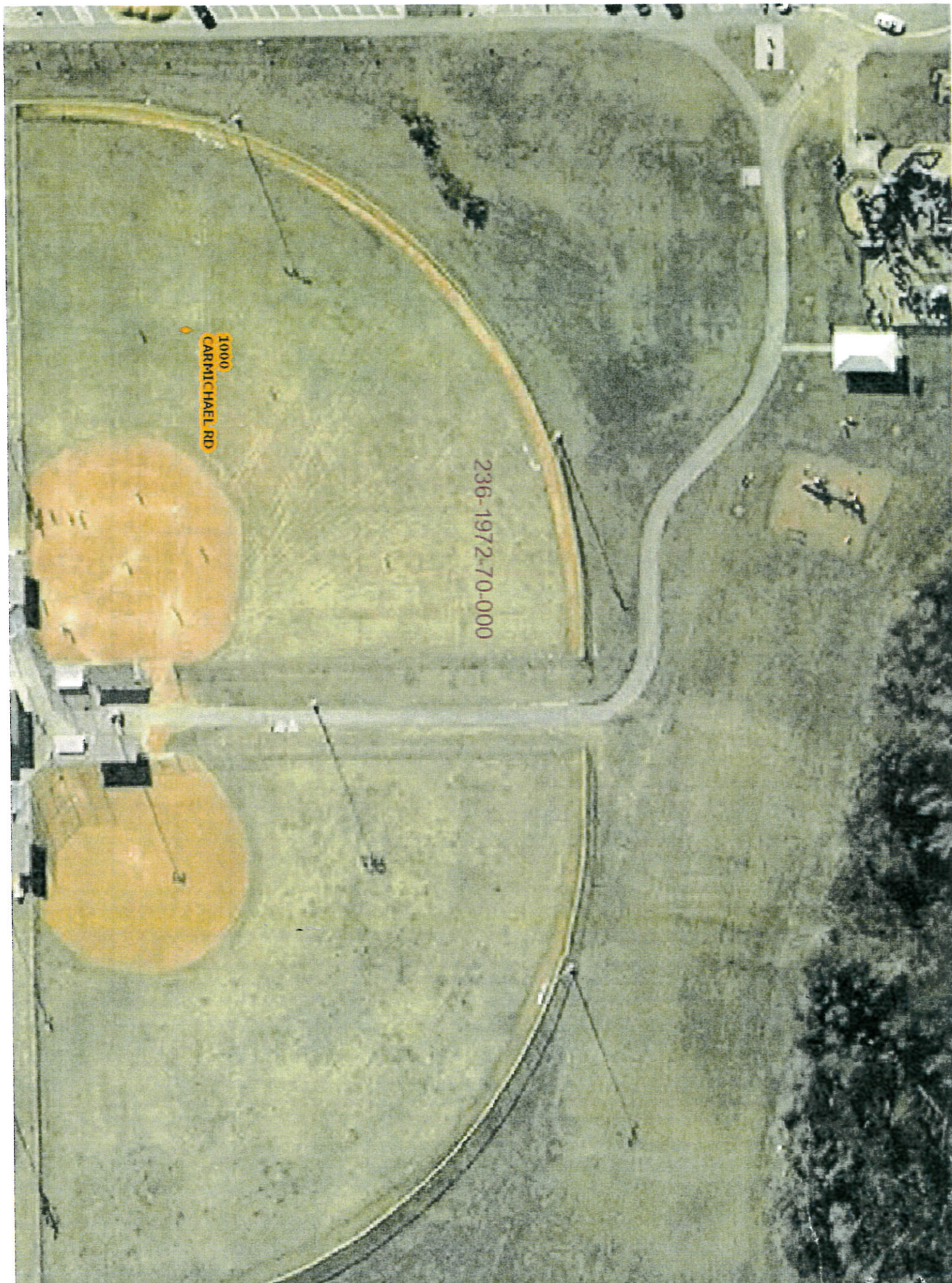
**FUNDING SOURCE:**

The Design and construction services will be funded from the Park Dedication fund - Balance of \$129,112.82.

**RECOMMENDED ACTION:** Approve the bid submitted by Elliot Architects in the amount of \$13,000 for the design and construction services for the Grandview Park restroom as noted in the project scope.











Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Common Council/Finance Committee

**FROM:** Michael Mroz; Public Works Director

**DATE:** April 1, 2019

**SUBJECT:** Discussion and possible action on the approval of the bid from A-1 Excavating in the amount of \$1,449,240.50 for the 2019 Vine Street Improvement project and the alternate bid of \$91,170.00 for the Heggen Street Trail project

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**BACKGROUND:**

A bid opening was held on Thursday, March 28, 2019 per the City's procurement policy for the 2019 Vine Street improvement project and Heggen St. Trail alternate bid.

Three bids were received as follows;

BIDDERS	BASE BID- VINE ST	ALTERNATE 1 - TRAIL
A-1 EXCAVATING	\$1,449,240.50	\$91,170.00
HAAS EXCAVATING	\$1,487,555.20	\$88,868.50
EJM PIPE SERVICES	\$1,525,624.90	\$118,790.00

**COST BREAKDOWN & FUNDING SOURCES:**

	Cost	Funding Source	Designated Amount
a.) Sanitary Sewer	\$255,663.00	Utilities	
b.) Water Main	\$205,120.00	Utilities	
c.) Streets/Storm	\$988,457.50	Bonds (LRIP Grant*)	\$1,140,105.00
d.) Heggen St. Trail	\$91,170.00	Bonds	\$150,000.00

\*Hudson was awarded an LRIP grant in the amount of \$486,784.80 which is included in the designated amount.

**RECOMMENDED ACTION:** To award the base bid for Vine Street to A-1 Excavating in the amount of \$1,449,240.50 and to include the alternate bid of \$91,170.00 for the Heggen Street Trail.



**BOLTON  
& MENK**

Real People. Real Solutions.

2035 County Road D East  
Maplewood, MN 55109-5314

Ph: (651) 704-9970  
Fax: (651) 704-9971  
Bolton-Menk.com

March 28, 2019

Michael Mroz, Public Works Director  
City of Hudson  
505 Third Street  
Hudson, WI 54016

Re: Bid Results  
2019 Vine Street Improvements & Heggen Street Trail Improvements  
BMI Project No. N12.116302

Dear Mr. Mroz:

Bids for the 2019 Vine Street Improvements & Heggen Street Trail Improvements Project were opened on Thursday, March 28, 2019. Three bids were received.

The following is a bid summary:

	BIDDERS	BASE BID	ALTERNATE NO. 1
1	A-1 Excavating, Inc.	\$1,449,240.50	\$91,170.00
2	Haas Sons, Inc.	\$1,487,555.20	\$88,868.50
3	EJM Pipe Services, Inc.	\$1,525,624.90	\$118,790.00

Based on the summary above, if the City wishes to award the Project to the lowest bidder, then A-1 Excavating Inc. should be awarded the Project on the Total Base Bid amount of \$1,449,240.50. If council wished to include Alternate #1, then A-1 Excavating, Inc. should be awarded the Project on the Adjusted Total Base Bid (i.e. Base Bid plus Alternate) amount of **\$1,540,410.50**. If you have any questions, please feel free to contact me at (651) 968-7742.

Sincerely,

**Bolton & Menk, Inc.**

Michael Nill, P.E.  
Principal Engineer



Michael Mroz  
Public Works & Parks Director  
505 Third Street  
Hudson, Wisconsin 54016  
ph: 715-716-5746 5 fx: (715)386-3385

**TO:** Common Council/Finance Committee

**FROM:** Michael Mroz; Public Works Director

**DATE:** April 3, 2019

**SUBJECT:** Discussion and possible action on the approval of the scope of work and LOE for the 2019 Street Maintenance project and authorization to proceed with the advertisement for bid

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**BACKGROUND:**

On a bi-annual basis, City staff analyzes the roadway conditions and rates them on a scale of 1-10 using the PASER rating system. The given score will dictate the best type of treatment for a given roadway. Staff uses this information to formulate a road maintenance plan keeping in mind location, year the road was constructed, previous treatments, and possible reconstruct in the future. The 2019 street maintenance project includes crack filling and applying a new product called GSB-88 in two of the bigger subdivisions in the City (see attached maps).

The proposed streets included for crack filling are as follows:

- Buckeye Street 1<sup>st</sup> to 2<sup>nd</sup> Street
- Coulee Road 2<sup>nd</sup> to 19<sup>th</sup> Street
- Knollwood Drive 9<sup>th</sup> St to Wisconsin Street
- Briarwood Court Cul-de-sac
- Oakwood Court Cul-de-sac
- Mont Croix Heggen to River Ridge
- Aspen Drive Hanley to Mayer
- Jack Breault Dr Old 35 to end

The following developments will be seal coated with GSB-88:

- Hudson Meadows
- Heritage Greens

**FUNDING SOURCES:**

2019 Capital Improvement Road Maintenance Fund - \$230,000

**RECOMMENDED ACTION:** Approve the LOE with Bolton & Menk in the amount of \$4,000 for the preparation of plans and specifications and advertisement for bid for the 2019 Street Maintenance program.

**CITY OF HUDSON  
LETTER OF ENGAGEMENT**

Project Name: 2019 Street Maintenance

Project Number: \_\_\_\_\_

This Letter of Engagement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

**RECITALS**

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November, 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

2019 Street Maintenance

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.



NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

**Article 1. Services to be performed by the Consultant**

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

**Article 2. Schedule of Performance**

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

**Article 3. Consultant's Compensation**

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One as Fees Hourly NTE (NTE meaning Not to Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit One is attached hereto and incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Bolton & Menk, Inc.

By: \_\_\_\_\_

Name: Michael S. Nill, P.E.

Title: Principal Engineer

City of Hudson, Wisconsin

By: \_\_\_\_\_  
Devin Willi, City Administrator

By: \_\_\_\_\_  
Rich O'Connor, Mayor

Attest: \_\_\_\_\_  
Jennifer Rogers, City Clerk

## **EXHIBIT 1**

### **2019 Standard Specifications and Detail Plates Update**

Project consists of crack filling and applying GSB-88 on various streets within the City.

#### **Services to be performed:**

##### **Task 1 - Plan Phase:**

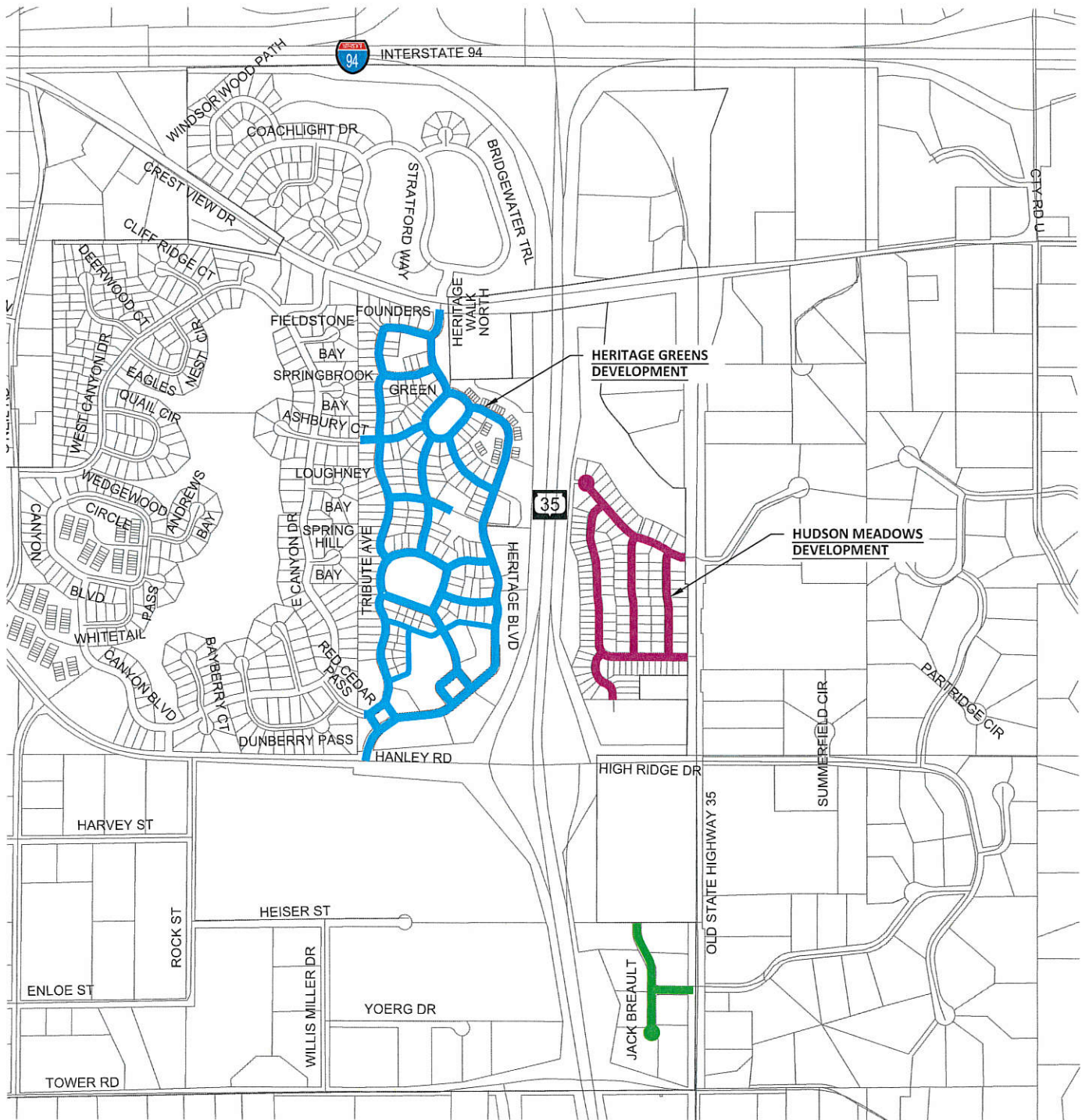
- Prepare plans and specifications for the 2019 Street Maintenance project
- Prepare advertisement for Bid and send to official newspaper  
Tabulate bids received

#### **Schedule of Performance:**

April 8, 2019:	Council approves plans and specifications and authorizes ad-for-bid
April 11 and 18, 2019:	Ad-for-bid published
May 2, 2019:	Open bids
May 6, 2019:	Council awards contract
May 15, 2019:	Begin construction

#### **Compensation:**

1. Task 1: hourly estimated, not to exceed **\$4,000.00**



LEGEND	
	ROUTE & CRACK SEAL
	ROUTE, CRACK SEAL & GSB-88
	GSB-88



Figure 3



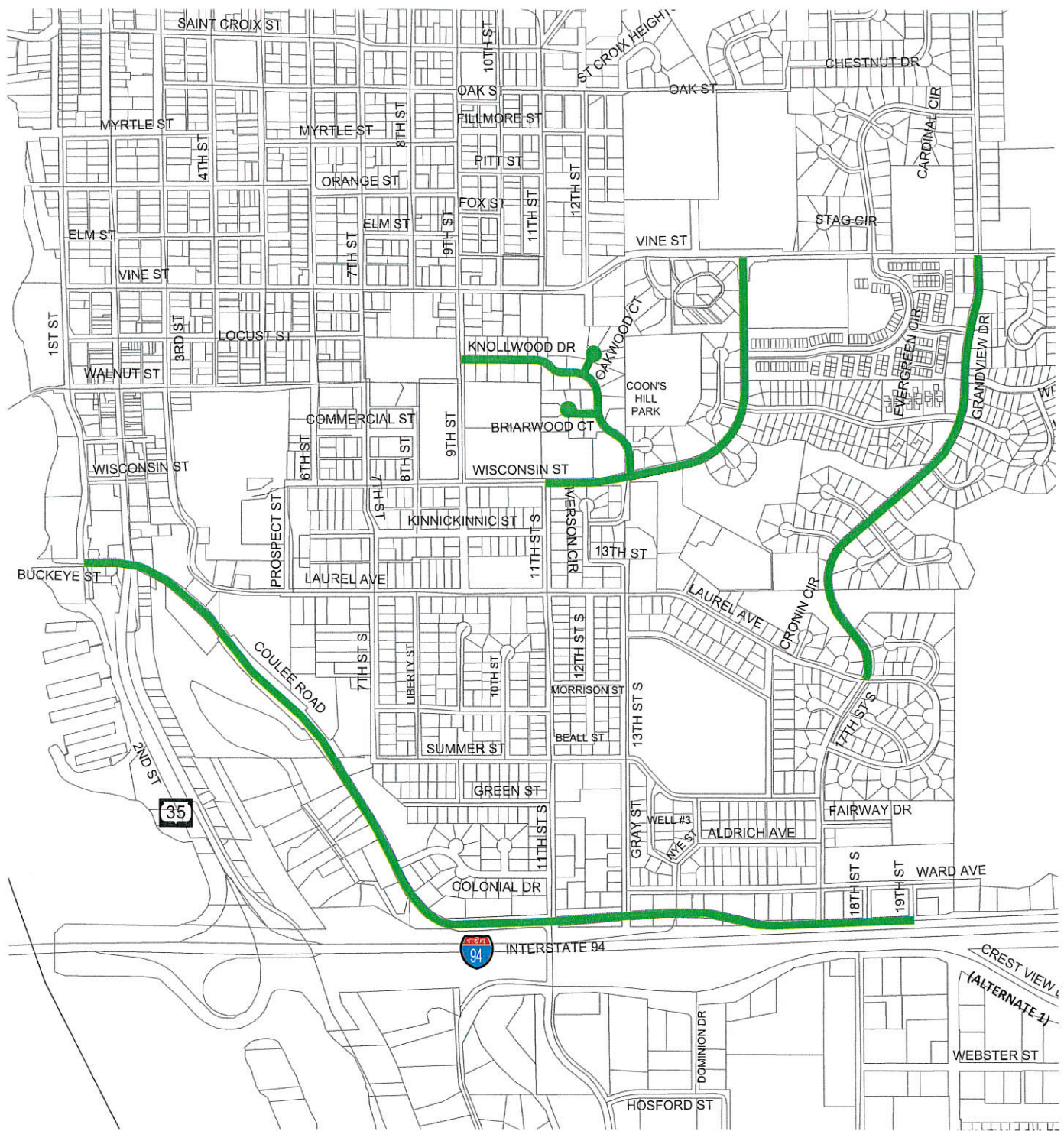


Figure 1

CITY OF HUDSON, WISCONSIN  
2019 STREET MAINTENANCE





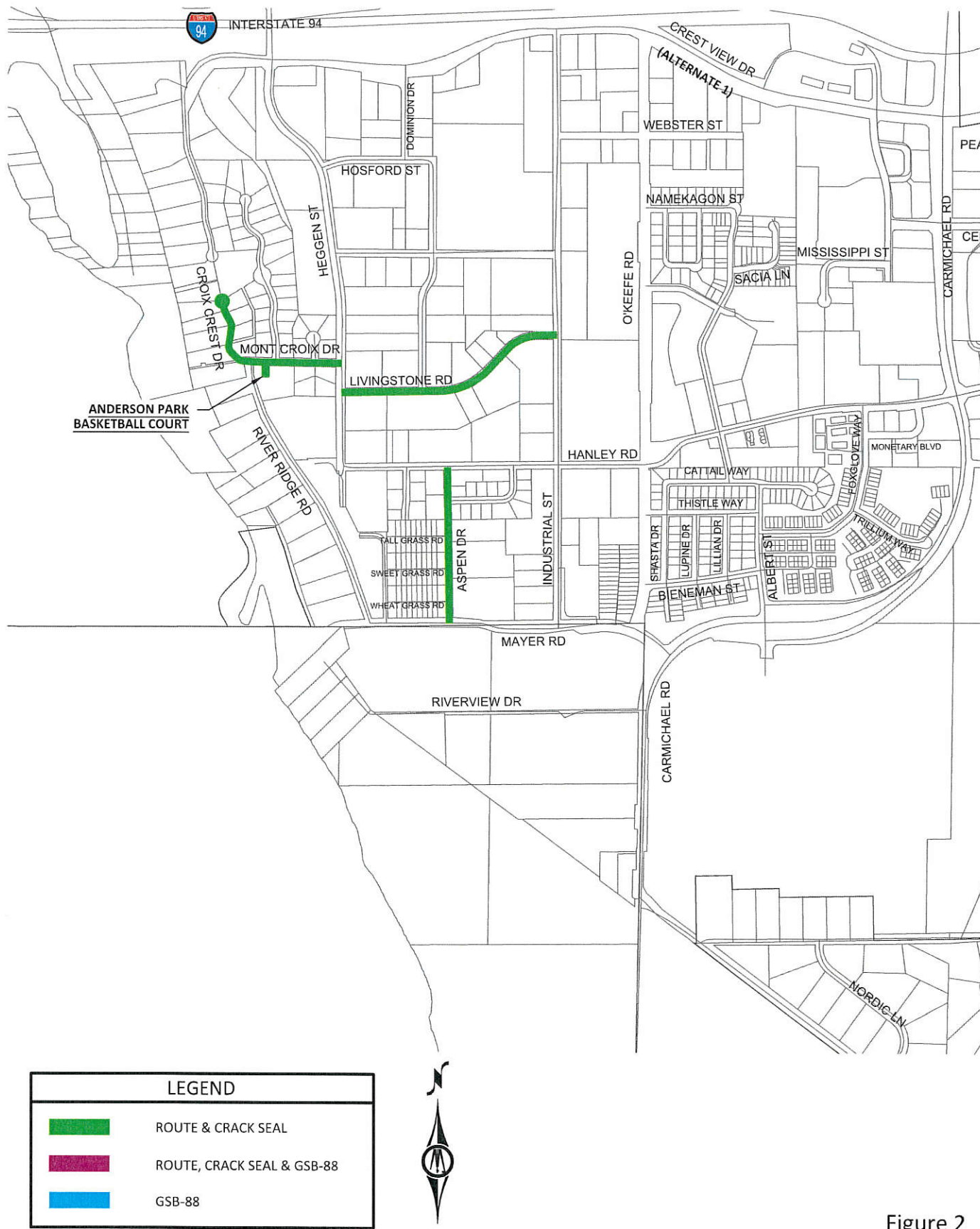


Figure 2



EEO/AA Employer

## *An Industry Leader*

*Pavement Maintenance Contractors*

**GSB-88**

### **What is GSB-88?**

GSB-88 is an emulsified, gilsonite modified restorative sealant with a rejuvenating agent, and is one of the most environmentally sound pavement preservation products on the market.

- ◆ GSB-88 offers the introduction and reintroduction of oils and resins lost in the oxidation process
- ◆ Offers superior binding, coating and protection of HMA pavements
- ◆ Seals voids in the pavement and protects the pavement from harmful effects of water and sunlight.
- ◆ Provides a durable, yet flexible top coat with a long-lasting anti-oxidative seal (unlike a normal sealcoat that is not flexible)



### **Where to Apply GSB-88**

GSB-88 is easily applied using standard asphalt distributors and spray equipment, and cures in a matter of just a few hours.

Types of asphalt that have been treated with GSB-88 are:

- ◆ Airport Runways and Taxiways
- ◆ City Streets
- ◆ County and Town Roads
- ◆ High Volume State Highways
- ◆ Parking Lots
- ◆ Chip Seals, Micro Surfacing, Slurry Seals
- ◆ Areas where loose rock from surface treatments is not acceptable





## **MEMO**

To: Common Council

From: Devin Willi, Administrator, for the Finance Committee

Date: April 2, 2019

Re: Finance Director position

The Finance Committee is recommending the appointment of Alison Egger to serve as Finance Director/Treasurer for the City of Hudson.

Ms. Egger has worked in the Finance Department for the City of Stillwater for seven years, including the last 4-plus years as Assistant Finance Director. Prior to her service to Stillwater, she worked an Accountant and Controller for ten years in the private sector. Ms. Egger possesses a Bachelors Degree in Accounting from the Carlson School of Management at the University of Minnesota.

Ms. Egger will begin at Step 2 on the City of Hudson Salary Schedule for Department Heads and Non-Represented employees. She will receive four weeks of vacation at the start of employment. All other benefits will be pursuant to the Employee Handbook of the City of Hudson.

**CITY OF HUDSON  
COUNCIL/COMMITTEE ISSUES**

Item #

**Submitted to:** Public Safety Committee

**Date:** 04/02/19

**Submitted by:** Chief Geoff Willems

**Regarding:** Parking enforcement vehicle

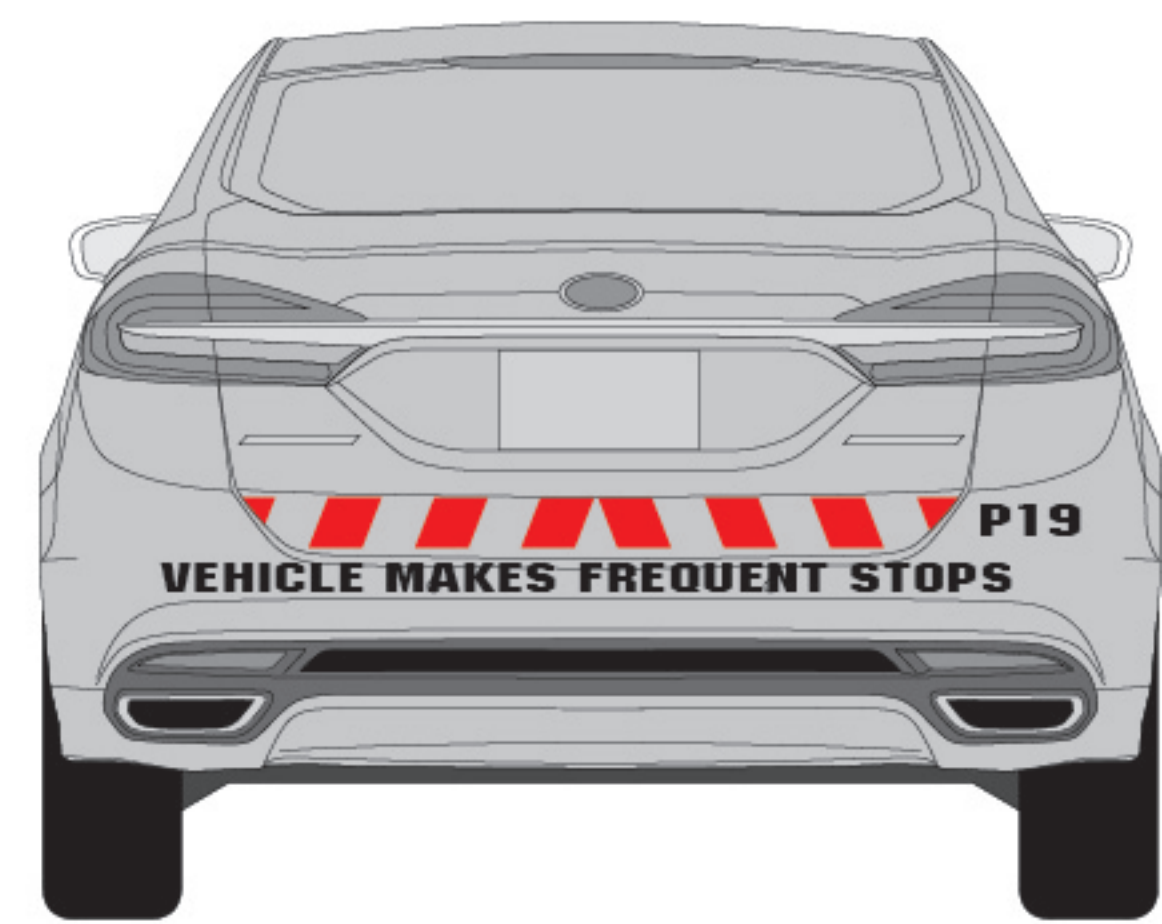
**ISSUE:** Chief Willems put out bids for a 2019 Chevrolet Malibu or a 2019 Ford Fusion and received 4 bids which are attached. Ewald Automotive group who has been awarded the state contract for fleet vehicles, returned a Fusion price of \$17,543.00. Hudson Ford returned a Fusion price of \$16,895.00, Luther Hudson Chevrolet returned a Malibu price of \$18,585.00, and Keyes Chevrolet returned a Malibu price of \$18,445.00. Also attached to the issue sheet is a quotation to have the equipment placed into the parking enforcement vehicle as well as the quote for graphics to be installed.

- **Legal aspects:**
- **Budget Impact:**
- **Past History:**
- **Other Pertinent Data:**

**STAFF RECOMMENDATION:** Purchase vehicle from Hudson Ford in the amount of \$16,895.

**COMMITTEE RECOMMENDATION:**





CUSTOMER	FILE NAME	DATE	APPROVAL SIGNATURE
Hudson PD	Hudson PE Fusion - BJ	4-1-19	



*City of Hudson Police Department*

*Chief Geoffrey J. Willems*

101 Vine Street  
Hudson, Wisconsin 54016-1990  
(715)386-4771  
Fax (715) 386-4266

March 8, 2019

Chrissy Gensch  
Ewald Automotive Group  
36833 E. Wisconsin Ave.  
Oconomowoc, WI. 53066

Reference: 2019 parking vehicle bid

Dear Ms. Gensch,

The Hudson Police Department is currently accepting RFP's for a new parking enforcement vehicle. We are looking to purchase either a 2019 Ford Fusion or Chevrolet Malibu for this purpose.

We are looking for a:

- 2019 Ford Fusion, 4-door sedan, silver in color, with the lowest standard trim package.
- OR**
- 2019 Chevrolet Malibu, 4-door sedan, silver in color with the lowest standard trim package

All RFP's need to be in by Friday March 22, 2019 no later than 4:00 pm. Please also include in the bid, delivery to the Hudson Police Department. Please send your RFP's to the attention of Devin Willi at 505 Third Street, Hudson, WI. 54016. If you have any questions about the specifications, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Geoff Willems".

Geoff Willems – Police Chief  
Hudson Police Dept.

Cc: Devin  
file



## **Ewald Automotive Group**

Chrissy Gensch | 262-673-9400 | [cgensch@ewaldauto.com](mailto:cgensch@ewaldauto.com)

# **City of Hudson Police Dept.**

**Prepared For: Chief Geoff Willems**

**715-386-4771**

**Hudson PD 2019 Ford Fusion (P0G) S FWD**



2019 Ford Fusion to the specifications as detailed. Registration fees are not included. Lead time can be anticipated approximately 10-12 weeks from order. Payment terms are net 10 days.



## Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

Hudson PD 2019 Ford Fusion (P0G) S FWD

### Quote Worksheet

	MSRP
Base Price	\$22,840.00
Dest Charge	\$995.00
Total Options	\$0.00
<b>Subtotal</b>	<b>\$23,835.00</b>
<b>Subtotal Pre-Tax Adjustments</b>	<b>\$0.00</b>
Less Customer Discount	(\$6,292.00)
<b>Subtotal Discount</b>	<b>(\$6,292.00)</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$17,543.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$17,543.00</b>

C. Gensch 3/18/19

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7904. Data Updated: Mar 17, 2019 9:52:00 PM PDT.





## Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

Hudson PD 2019 Ford Fusion (P0G) S FWD

### Standard Equipment

#### Mechanical

Engine: 2.5L IVCT (STD)

Transmission: 6-Speed Automatic (STD)

50-State Emissions System

Transmission w/Driver Selectable Mode

Front-Wheel Drive

3.07 Axle Ratio

500CCA Maintenance-Free Battery w/Run Down Protection

Gas-Pressurized Shock Absorbers

Front And Rear Anti-Roll Bars

Electric Power-Assist Speed-Sensing Steering

16.5 Gal. Fuel Tank

Single Stainless Steel Exhaust

Strut Front Suspension w/Coil Springs

Multi-Link Rear Suspension w/Coil Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Brake Actuated Limited Slip Differential

#### Exterior

Wheels: 16" Steel w/Silver-Painted Covers

Tires: 215/60R16 BSW

Steel Spare Wheel

Compact Spare Tire Mounted Inside Under Cargo

Clearcoat Paint

Body-Colored Front Bumper

Body-Colored Rear Bumper

Black Side Windows Trim

Body-Colored Door Handles

Body-Colored Power Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator

Fixed Rear Window w/Defroster

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 7904. Data Updated: Mar 17, 2019 9:52:00 PM PDT.



## Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

### Hudson PD 2019 Ford Fusion (P0G) S FWD

#### Exterior

Light Tinted Glass

Speed Sensitive Rain Detecting Variable Intermittent Wipers

Fully Galvanized Steel Panels

Black Grille w/Chrome Surround

Trunk Rear Cargo Access

Autolamp Fully Automatic Projector Beam Halogen Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off

Perimeter/Approach Lights

LED Brakelights

#### Entertainment

Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls and Radio Data System

Radio: AM/FM/MP3 Stereo -inc: 4 speakers

SYNC Communications & Entertainment System -inc: enhanced voice recognition system, 911 Assist, 4.2" LCD screen in center stack, AppLink and 1 smart-charging USB port

Streaming Audio

Integrated Roof Antenna

1 LCD Monitor In The Front

#### Interior

Driver Seat

Passenger Seat

60-40 Folding Bench Front Facing Fold Forward Seatback Cloth Rear Seat

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Trip Odometer and Trip Computer

Power Rear Windows

Front Cupholder

Rear Cupholder

Proximity Key For Push Button Start Only

Power Fuel Flap Locking Type

Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry, Illuminated Ignition Switch and Panic Button

Remote Releases -inc: Power Cargo Access

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Data Version: 7904. Data Updated: Mar 17, 2019 9:52:00 PM PDT.



## Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

Hudson PD 2019 Ford Fusion (P0G) S FWD

### Interior

Cruise Control w/Steering Wheel Controls

Manual Air Conditioning

HVAC -inc: Underseat Ducts

Locking Glove Box

Driver Foot Rest

Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert, Metal-Look/Piano Black Console Insert and Chrome Interior Accents

Full Cloth Headliner

Cloth Door Trim Insert

Metal-Look Gear Shift Knob

Cloth Front Bucket Seats -inc: 6-way manual driver seat (fore/aft, up/down w/recline, manual lumbar adjust), 4-way manual passenger seat (fore/aft w/recline) and 4-way front seat head restraints

Day-Night Auto-Dimming Rearview Mirror

Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination

Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 2 12V DC Power Outlets

Front And Rear Map Lights

Fade-To-Off Interior Lighting

Full Carpet Floor Covering -inc: Carpet Front Floor Mats

Carpet Floor Trim and Carpet Trunk Lid/Rear Cargo Door Trim

Cargo Space Lights

FOB Controls -inc: Trunk/Hatch/Tailgate and Windows

Instrument Panel Bin, Driver / Passenger And Rear Door Bins

Power 1st Row Windows w/Front And Rear 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks w/Autolock Feature

Systems Monitor

Trip Computer

Analog Display

Seats w/Cloth Back Material

Manual Adjustable Rear Head Restraints

Front Center Armrest

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# Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

Hudson PD 2019 Ford Fusion (P0G) S FWD

## Interior

- 2 Seatback Storage Pockets
- Perimeter Alarm
- Securilock Anti-Theft Ignition (pats) Engine Immobilizer
- 2 12V DC Power Outlets
- Air Filtration

## Safety-Mechanical

- AdvanceTrac Electronic Stability Control (ESC)
- ABS And Driveline Traction Control

## Safety-Exterior

- Side Impact Beams

## Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Ford Co-Pilot360 - Blind Spot Information System (blis) Blind Spot Sensor
- Ford Co-Pilot360 - Automatic Emergency Braking (aeb) and Cross Traffic Alert
- Lane Keeping Assist
- Lane Departure Warning
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Curtain 1st And 2nd Row Airbags
- Airbag Occupancy Sensor
- Driver And Passenger Knee Airbag
- Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
- Rear Child Safety Locks
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- Back-Up Camera

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## Ewald Automotive Group

Chrissy Gensch | 262-673-9400 | cgensch@ewaldauto.com

Hudson PD 2019 Ford Fusion (P0G) S FWD

### WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Corrosion Years: 5  
Corrosion Miles/km: Unlimited  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000

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City of Hudson  
Police Department  
101 Vine Street  
Hudson, WI 54016

Reference: Parking enforcement vehicle bid

2019 Ford Fusion  
Silver in color  
16" Steel Wheels  
Equipment group 100A  
2.5L I 4 engine  
License plate bracket  
Lane keeping system with bliss

Our price \$16895.00

Thank you for the opportunity to bid for the Hudson Police department.

A handwritten signature in black ink that reads "Connie Schmit". The signature is written in a cursive style.

Connie Schmit  
Hudson Ford  
715-386-2334

# Luther Hudson Chevrolet GMC

Customer LPID # \_\_\_\_\_

Stock # \_\_\_\_\_ Date **03/18/2019** Salesperson \_\_\_\_\_ Deal # \_\_\_\_\_

Buyer Name (Last) \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Co-Buyer Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Bus \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Buyer DOB \_\_\_\_\_ Co-Buyer DOB \_\_\_\_\_

YEAR <b>0</b>	MAKE	MODEL	BODY	COLOR	INTERIOR
VIN	LIC #	TAB EXP DATE	STATE	MILEAGE <b>0</b>	
INSURANCE COMPANY	AGENCY	AGENT PHONE <b>()</b>	POLICY #		

Equipment:

Accessories:

List Price	=	<b>23,995.00</b>
Luther Discount	-	<b>1,110.00</b>
Mfr. Incentives	-	<b>4,300.00</b>
Fair Value Price	=	<b>18,585.00</b>
Trade	-	
Subtotal	=	<b>18,585.00</b>
Accessories	+	
Taxable Amount	=	<b>18,585.00</b>
Payoff	+	
Total before T.T.L.	=	<b>18,585.00</b>

I acknowledge that the sales consultant cannot accept this offer or obligate seller in any manner whatsoever. Offer is not binding until accepted in writing by an officer or sales manager of seller. Any payments quoted are estimates only and no expressed or implied statements as to credit worthiness have been made at the time of this offer. All financing is based upon approved credit and assigned lender approval. No such approval has been attained at this time. Said estimates are based upon average current market interest rates, and are in no way an offer credit or credit worthiness.

## Trade In Information

YEAR	MAKE/MODEL
LIC #	EXP DATE
VIN	
ODOMETER READING	
LIENHOLDER	
ADDRESS	
PAYOFF	GOOD TILL

Customer Approval

Manager Approval

2019 MALIBU LS  
 GAN SILVER ICE METALLIC /L4G  
 H1T JET BLACK  
 ORDER NO. WKZTP3/TRE STOCK NO.  
 VIN 1G1 ZB5S T5 KF121735  
 \*\*\*\*\*3225\*\*\*\*\*13\*18300S  
 MODEL & FACTORY OPTIONS MSRP INV AMT RETAIL - STOCK  
 1ZC69 MALIBU LS 23120.00 22241.44 INVOICE 10/26/18  
 FE9 50-STATE EMISSIONS N/C N/C SHIPPED 10/26/18  
 LFV ENGINE, 1.5L TURBO DOHC 4-CYL N/C N/C EXP I/T 11/14/18  
 MRG TRANSMISSION, CONTINUOUSLY N/C N/C INT COM 11/14/18  
 VARIABLE PRC EFF 10/25/18  
 KEYS XXXXX XXXXX  
 WFP-S QTR OPT-1  
 BANK: GM FINANCIA  
 CHG-TO 18-300  
 SHIP WT: 3056  
 HP: 13.5  
 EMPLOY: 22526.78  
 SUPPLR: 23416.44  
 DAN: NONE  
 EMPINC: 1183.03  
 SUPINC: 293.37

TOTAL MODEL & OPTIONS	23120.00	22241.44	ACT 231	22422.84
DESTINATION CHARGE	875.00	875.00	H/B 261	693.60
DEALER IMR CONTRIBUTION		231.20	ADV 261	231.20
LMA GROUP CONTRIBUTION		231.20	EXP 65A	231.20

TOTAL	23995.00	23578.84	PAY 310	23578.84
MEMO: TOTAL LESS HOLDBACK AND				
APPROX WHOLESALE FINANCE CREDIT		22492.20		

\*\*\*\*\*  
 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER  
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO  
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.  
 \*\*\*\*\*

KOEHNE CHEVROLET BUICK GMC, INC.

23995  
 C other  
 1110  
 22885  
 Rebel 4500  
 \$ 18585





*City of Hudson Police Department*

*Chief Geoffrey J. Willems*

101 Vine Street

Hudson, Wisconsin 54016-1990

(715)386-4771

Fax (715) 386-4266

March 8, 2019

Tony Stark  
Luther Chevrolet  
1220 Crest View Drive  
Hudson, WI 54016

Reference: 2019 parking vehicle bid

Dear Mr. Stark,

The Hudson Police Department is currently accepting RFP's for a new parking enforcement vehicle. We are looking to purchase either a 2019 Ford Fusion or Chevrolet Malibu for this purpose.

We are looking for a:

- 2019 Ford Fusion, 4-door sedan, silver in color, with the lowest standard trim package.
- OR**
- 2019 Chevrolet Malibu, 4-door sedan, silver in color with the lowest standard trim package

All RFP's need to be in by Friday March 22, 2019 no later than 4:00 pm. Please also include in the bid, delivery to the Hudson Police Department. Please send your RFP's to the attention of Devin Willi at 505 Third Street, Hudson, WI. 54016. If you have any questions about the specifications, please do not hesitate to contact me.

Sincerely,

Geoff Willems – Police Chief  
Hudson Police Dept.

Cc: Devin  
file



## Keyes Chevrolet

Jeff Schreiber | 715 235 2601

### Keyes Chevrolet

#### Hours of Operation

##### Sales Department

Monday	9:00 AM - 6:00 PM
Tuesday	9:00 AM - 6:00 PM
Wednesday	9:00 AM - 6:00 PM
Thursday	9:00 AM - 6:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	9:00 AM - 3:00 AM
Sunday	Closed

##### Service Department

Monday	8:00 AM - 5:00 PM
Tuesday	8:00 AM - 5:00 PM
Wednesday	8:00 AM - 5:00 PM
Thursday	8:00 AM - 5:00 PM
Friday	8:00 AM - 5:00 PM
Saturday	Closed
Sunday	Closed

#### Prepared By:

Jeff Schreiber  
Keyes Chevrolet  
715 235 2601

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## Keyes Chevrolet

Jeff Schreiber | 715 235 2601

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn

### Window Sticker

#### SUMMARY

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL

MSRP:\$23,120.00

Interior:Jet Black, Premium cloth seat trim

Exterior 1:Silver Ice Metallic

Exterior 2:No color has been selected.

Engine, 1.5L turbo DOHC 4-cylinder DI

Transmission, Continuously Variable (CVT)

#### OPTIONS

CODE	MODEL	MSRP
1ZC69	[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn LS w/1FL	\$23,120.00
OPTIONS		
1FL	LS Preferred Equipment Group	\$0.00
A51	Seats, front bucket	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAN	Silver Ice Metallic	\$0.00
H1T	Jet Black, Premium cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen, AM/FM stereo.	\$0.00
LFV	Engine, 1.5L turbo DOHC 4-cylinder DI	\$0.00
MRG	Transmission, Continuously Variable (CVT)	\$0.00

<b>SUBTOTAL</b>	<b>\$23,120.00</b>
Adjustments Total	\$0.00
Destination Charge	\$875.00
<b>TOTAL PRICE</b>	<b>\$23,995.00</b>

#### FUEL ECONOMY

Est City:29 MPG

Est Highway:36 MPG

Est Highway Cruising Range:568.80 mi

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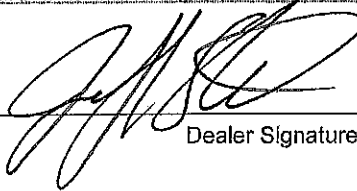
# Keyes Chevrolet

Jeff Schreiber | 715 235 2601

[Fleet] 2019 Chevrolet Malibu (1ZC69) 4dr Sdn

## Quote Worksheet

	MSRP
Base Price	\$23,120.00
Dest Charge	\$875.00
Total Options	\$0.00
<b>Subtotal</b>	<b>\$23,995.00</b>
<b>Subtotal Pre-Tax Adjustments</b>	<b>\$0.00</b>
Less Customer Discount	(\$5,550.00)
<b>Subtotal Discount</b>	<b>(\$5,550.00)</b>
Trade-In	\$0.00
<b>Subtotal Trade-In</b>	<b>\$0.00</b>
<b>Taxable Price</b>	<b>\$18,445.00</b>
Sales Tax	\$0.00
<b>Subtotal Taxes</b>	<b>\$0.00</b>
<b>Subtotal Post-Tax Adjustments</b>	<b>\$0.00</b>
<b>Total Sales Price</b>	<b>\$18,445.00</b>

 3/18/19  
Dealer Signature / Date

\_\_\_\_\_  
Customer Signature / Date

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**EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.**

2755 GENEVA AVE. N  
OAKDALE, MN 55128  
USA

**QUOTATION**

Quote Number: DL032819-10

Quote Date: Mar 28, 2019

Page: 1

Voice: 651 765-2657

Fax: 651 765-2660

**Quoted To:**

HUDSON POLICE DEPT  
101 VINE STREET  
HUDSON, WI 54016

Customer ID	Good Thru	Payment Terms	Sales Rep
HUDSON PD	4/27/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	VEHICLE	2019 FORD FUSION		
1.00	MC23PA	WHELEN MINI-CENTURY LIGHTBAR - AMBER LED - AMBER DOME - PERMANENT MOUNT	299.00	299.00
1.00	EX-44235	SPST ROCKER ROUND W/RED LED ILLUM	5.00	5.00
1.00	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	50.00	50.00
8.00	SERVICE LABOR	LABOR TO MOUNT AND WIRE MINI LIGHTBAR TO ON/OFF SWITCH. MOUNT AND WIRE KENWOOD RADIO. INSTALL COMPUTER DOCK AND STAND.	90.00	720.00
1.00	PKG-PSM-163	COMPUTER MOUNT PACKAGE	255.16	255.16
1.00	7170-0536	2013-2019 FORD FUSION VEHICLE DOCKING STATION WITHOUT RF PASS THROUGH FOR GETAC S410. COMES WITH LIND POWER SUPPLY.	704.40	704.40
1.00	CG-X	HAVIS CHARGE GUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO ETERNITY.	69.30	69.30
1.00	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	50.00	50.00
			Subtotal	2,152.86
			Sales Tax	
			<b>TOTAL</b>	<b>2,152.86</b>



3240 Mike Collins Drive  
Eagan, MN 55121  
888-683-9665 Toll free  
651-683-9740 Fax

## Quotation

Date	Estimate #
3/19/2019	16698

**Bill To**

Hudson Police Department (WI)  
Accounts Payable  
101 Vine St.  
Hudson, WI 54016

**Ship To**

Installation at Graftix Shoppe location

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	1-2 weeks	Dani	New Graphics Option 6
Qty	Description	Price	Total
1	Reflective/Non-Reflective Thin Blue Line Design Graphic Kit (Parking Enforcement Version) for a 2019 Silver Chevy Malibu with Unit # P19 (No badge). Includes "VEHICLE MAKES FREQUENT STOPS" on rear. *Black Reflective Lettering	355.00	355.00
1	Application @ Graftix Shoppe	130.00	130.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Authorization Signature and Date

X \_\_\_\_\_

<b>Subtotal</b>	\$485.00
<b>Sales Tax (0.00)</b>	\$0.00
<b>Total</b>	<b>\$485.00</b>



SUBMITTED TO: Finance/Common Council

DATE: April 8, 2019

SUBMITTED BY: Karen Duchow, Deputy Clerk

REGARDING: Application for Temporary Beer/Wine

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**ISSUE:**

Applications are on file at the City Clerk's office and are available for inspection upon request.

An application has been received from the Hudson Area Library Foundation for The Gatsby Gala to be held on May 11, 2019 from 6:00 pm to 9:00 pm at 700 1<sup>st</sup> Street in the Library.

**STAFF RECOMMENDATION:** Approve the issuance of a Temporary Beer/Wine license for the Saint Patrick School Gala. They will be employing operators who are already licensed.



## **MEMO**

To: Common Council

From: Devin Willi, City Administrator/Human Resources Director

Date: April 4, 2019

Re: City Administrator recruitment firm

On March 25<sup>th</sup>, I reached out to four recruitment firms who have been involved in recent City Administrator recruitments in Wisconsin and Minnesota

The proposal from Public Administration Associates follows, which details their process. Their proposed fee is \$9,700, plus up to \$1,400 in additional costs depending on the marketing strategies chosen.

I spoke with a representative from Springsted earlier in the week. Their firm consolidated on April 1<sup>st</sup> with another consulting firm and with the transition, they were unable to submit a formal proposal. She indicated that they would be able to do so in the next few weeks. She did, however, provide an estimated cost of \$22,000-\$24,000.

The other two firms did not submit a proposal.

# City of Hudson



## City Administrator/Human Resources Director Recruitment/Selection Proposal



*Public Administration Associates, LLC*

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## *Public Administration Associates, LLC*

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*P.O. Box 282  
Oshkosh, WI 54903  
262.903.9509*

[kevin.brunner1013@gmail.com](mailto:kevin.brunner1013@gmail.com)

March 31, 2019

Mayor Rich O'Connor  
Hudson City Hall  
505 3<sup>rd</sup> Street  
Hudson, WI 54016-1694

Dear Mayor O'Connor:

I am herewith submitting our proposal to assist the City of Hudson in the recruitment of a new city administrator/human resources director. Public Administration Associates worked with Hudson on Devin Willi's recruitment/selection process in 2001 and we would be quite honored and privileged to work with the City again. The successful tenure of your current administrator, we believe, is indicative of the high quality of service that we provide our municipal clients.

Since 1998, Public Administration Associates (PAA) has conducted almost 300 executive searches for over 140 Wisconsin municipalities. What follows is information about our company and the assistance that we would bring, if desired. Please feel free to visit our website at [www.public-administration.com](http://www.public-administration.com).

Public Administration Associates is dedicated to encouraging professional municipal administration and to assist local governments in that endeavor. Bill and Denise Frueh as well as Dr. Stephen Hintz formed Public Administration Associates in 1998. I joined the firm in 2015 and became its president in 2018. A description of our company and the benefits it has to offer governmental entities is included in our proposal. I will be the lead consultant on your search process and will be assisted by David Berner, who has over 35 years of municipal administrative experience with much of it occurring in western Wisconsin.

In the last two years, PAA has completed the recruitment of new managers/administrators for over 20 small Wisconsin communities including Lake Geneva, Greenville, Germantown, and Suamico that are very similar in size and operations to Hudson. We have also conducted a number of searches in western Wisconsin in close proximity to the Minneapolis-St. Paul Metro area so we are familiar with the municipal market dynamics of the area. As such, we have a very good understanding of the current needs of Wisconsin municipal government leadership as well as a familiarity with some outstanding potential candidates that we have already vetted for these other administrator positions. This recent experience coupled with our firm's network of municipal manager contacts across Wisconsin and the Midwest will assist in expediting your particular recruitment process for a new city administrator/human resources director in Hudson.

We are confident that we can work efficiently locating and encouraging potential candidates for the Hudson city administrator position. This will be a national search and we have a network of local government managers, not only in Wisconsin, but across the country that we will utilize on behalf of Hudson.

I am also enclosing a list of the municipalities we have assisted in their executive searches as part of our proposal. Together, again, we have conducted almost 300 municipal administrator searches. As a result of that extensive experience, we have almost 1,000 detailed reference files of potential candidates. As a reference on a recent project, I would encourage you to contact any of the municipal leaders that we have included in our proposal.

The partners have many years of leadership experience in the International City/County Management Association and the Wisconsin City/County Management Association. I am a Life Member of both organizations. I am a former President of the Wisconsin City/County Management Association and have been an active member of both ICMA and WCMA for the past 35 years. We are confident because of our many contacts in the municipal management profession that we will bring forward many qualified prospects for the Village.

The list of different governmental entities that Public Administration Associates have conducted executive searches for is quite extensive. We have been asked on many occasions to return to municipalities that we have previously worked for and are proud of our many long-term relationships with many of them spanning almost 40 years (since Dr. Hintz started his previous consulting practice in the early 1970's).

Many studies have shown that those governmental entities that utilize executive search firms select a person who most closely fits their needs and thus, they are more satisfied with their choice. We say "their choice" because our philosophy is that the Mayor and City Council make the selection. We provide comprehensive and objective information to assist them in the selection process. We also handle all the paperwork of notifications, negotiations, etc... thus saving your staff the additional burden and clerical work in this regard. We facilitate the process in a very effective and efficient manner.

As part of its standard recruiting process, our firm uses a video job announcement that we push out on several social media platforms and YouTube (which is now the world's largest internet search engine) in addition to posting your position on professional local government and university job boards. We have found that using the video announcement on social media has increased the number of candidates for our local government administrator positions by almost 35%.

As part of our package of services we also utilize a video interview process along with a highly detailed reference review report on each semi-final candidate to assist the Mayor and City Council in making the selection of the finalists for the position.

Several times we have been asked why our fees are so reasonable. We purposely keep our fees affordable because we are dedicated to promoting the "best" in local government administration. As we have told clients, "please don't hire us because we are the lowest cost; hire us because we provide the best service". I believe that if you contact the officials of any of the counties, cities, villages and towns that we have served, they will agree with that assessment of our services.

Our services do not end when you hire your City Administrator/Human Resources Director. At no cost, we stay in touch with you and the person you hire throughout their tenure to offer whatever assistance and advice may be needed. We take a personal interest in making your choice as successful as possible and we feel our lengthy municipal and leadership experiences may be of assistance to your new City Administrator/Human Resources Director.

We also provide a service guarantee. If for some reason during the first year of employment your new city administrator/human resources director leaves or doesn't work out, PAA will come back and conduct the entire recruitment/selection process for free (except for any direct expenses incurred such as advertisements and other costs). We offer that guarantee because of our strong confidence in the recruitment/selection processes we employ.

Please call if I can answer any questions or concerns you may have regarding this proposal. I would be also more than willing to present this proposal to your Personnel Committee and/or City Council if requested.

Thank you for your consideration.

Sincerely,

*Kevin M. Brunner*

Kevin M. Brunner, President  
Public Administration Associates, LLC

### **About Public Administration Associates, LLC**

**Public Administration Associates, LLC**, is a consulting firm specializing in local government recruitment, interim management services and organization studies. PAA was organized in April 1998 by partners William Frueh, Denise Frueh, and Dr. Stephen Hintz. Kevin Brunner is now President of PAA and the Fruehs and Hintz are PAA Associates along with approximately ten other local government professionals who are affiliated with PAA and work on a project to project basis.

**Further information about the partnership can be found at [www.public-administration.com](http://www.public-administration.com).**

### ***Kevin Brunner, President and Lead Partner***

**Kevin Brunner** has over thirty years of experience in serving Wisconsin local governments. He served as the manager/administrator in Saukville, Monona, De Pere, and Whitewater and also worked as an assistant administrator for the City of Appleton and Kenosha County. He most recently served as the Director of Central Services/Public Works for Walworth County. Brunner was the recipient of the 2007 Wisconsin City/County Manager of the Year and 2012 Service Innovation awards, both from the Wisconsin City/County Management Association (WCMA). Brunner is a past president of the WCMA and served on the League of Wisconsin Municipalities and Alliance of Cities Boards of Directors. He received his MPA from Michigan State University and is a graduate of the University of Virginia Senior Executive Institute. He is a credentialed manager (ICMA-CM) from the International City/County

Management Association. He has served on numerous public and non-profit boards and is currently chair of the Whitewater Community Foundation and the Geneva Lake Conservancy. Brunner has been actively consulting since 2015.

### ***Stephen Hintz, Partner***

**Stephen Hintz** specializes in executive recruitment and in studies of organizational structure and processes. Hintz taught personnel, budgeting, and municipal management in the Master of Public Administration program at the University of Wisconsin Oshkosh for twenty years. During that time, he also served as executive secretary of the Wisconsin City/County Management Association. Hintz holds a Ph.D. in political science from Yale University. He has worked with over 130 municipalities on administrator recruitment and organizational studies. In 1998, Hintz was elected to the Oshkosh Common Council and served as Mayor from 2002 to 2004. In 2001, Hintz received the prestigious Stephen Sweeney Award from the International City/County Management Association for his work in promoting professional local government in Wisconsin.

### ***William Frueh, Partner***

**William Frueh** has 34 years of experience in local and state government, including 20 years as the City Manager of Oshkosh, Wisconsin. He also served as the director of economic and community affairs for the State of Oklahoma. Oshkosh Citizens and the *Oshkosh Northwestern* newspaper named Frueh as one of the ten most influential people in Oshkosh during the twentieth century. Frueh received his bachelor's degree in civil engineering from Iowa State University. He has been actively consulting since 1996.

### ***Denise Frueh, Partner***

**Denise Frueh** received her bachelors and master of business administration degrees from the University of Wisconsin Oshkosh. She worked as a division head in the City of Oshkosh Finance Department for seven years and as Deputy City Assessor. She has been actively consulting since 1996.

### ***David Berner-Associate***

**David Berner** received his bachelor's degree from UW-LaCrosse. He served in various local government leadership positions for over 35 years including Mayor of Rice Lake, Town Administrator of Menasha, City Administrator of both Tomah and Monona and City Manager of Platteville. Since retiring from active public service in 2011, Berner has served as a management consultant and interim municipal administrator. Most recently, he served the City of Lake Geneva as its temporary administrator.

## **Project Consultants for Hudson**

**Kevin Brunner** will serve as the lead consultant for the entire Hudson recruitment process and **David Berner** will assist him.

## **PAA Objectives and Approach to a Municipal Executive Search**

Our primary objectives are (1) to attract the highest number of professionally qualified, experienced, and diverse applicants and (2) to facilitate a selection process that is thorough, professional, and timely, resulting in the selection of the candidate who best meets the requirements of the City.

We believe that the Mayor and City Council should be actively involved in the selection process at all stages of the process and that our primary role is to provide progressively more information about candidates to assist the Mayor and City Council in selecting semi-finalists, finalists, and the final choice. While we certainly review applicants very carefully, it is not our role to actually select candidates.

We believe that the process consists both of recruiting—the City officials involved will be actively selling themselves to potential candidates—and selecting—the Mayor and City Council carefully reviewing applicants for the best possible choice. Too often municipalities only consider the selection part.

We believe that the staff has a large stake in the process. We recommend that department heads and other staff have an opportunity to meet and talk with each of the finalists. However, we fully recognize that the final decision rests with the governing body.

Finally, we believe that the process should be conducted in a planned, deliberate, and timely fashion. Specific preferences of the City should be accommodated in the design of the process, not as the process unfolds.

## Outline of Process

This proposal describes the **scope** of activities to be performed by Public Administration Associates, LLC, acting as consultants for the City of Hudson in the recruitment and selection of its new City Administrator/Human Resources Director.

### Activities to be performed by Consultants

1. Meet with the Mayor and City Council and city staff as appropriate to discuss the characteristics desired in the new City Administrator/Human Resources Director and the process of recruitment; review the current City Administrator/Human Resources Director ordinance and job description; prepare the position description; determine recruitment procedures and the interview and selection process, and determine the time schedule;

[These meetings are important to establish the qualities that the City wants in the new City Administrator/Human Resources Director and to determine the recruitment procedures and schedule.]

2. Place advertisements in appropriate publications and on-line sources, including the International City/County Management Association (ICMA), Illinois City/County Management Association, League of Wisconsin Municipalities, Wisconsin City/County Management Association, League of Minnesota Cities, Strategic Government Resources, universities with nationally recognized public administration programs (city management) including the University of Kansas, Northern Illinois University, University of Minnesota, Mankato State University, Syracuse University and Brigham Young University; also contact and encourage personally known qualified persons to apply;



[ICMA, ILCMA, WCMA , Minnesota League of Cities and the League of Wisconsin Municipalities are the premier channels for reaching qualified applicants for the Hudson position in our opinion.]

3. Produce a one to two minute video with the City to promote the position via social media (primarily YouTube and LinkedIn) to prospective applicants. PAA will assist in writing the script for the video and the City will assist in providing readily available still photography and/or video content of the City. The Mayor or designee will also be videotaped as part of this video to promote the position. This is a link to a recent video job announcement (for the City of Lake Geneva) we distributed via social media: [https://youtu.be/xYd5\\_W2zMo0](https://youtu.be/xYd5_W2zMo0)
4. Receive applications and acknowledge receipt. We will download all application materials onto a Google Drive file and will share that with the City Clerk so that a full and complete record of all submitted information is fully maintained for city recordkeeping and open records purposes.
5. Review applications and provide a "mini-resume" candidates report to the Mayor and City Council that will include a rating of the candidates as "qualified", "unqualified" and "wild card" (these candidates may not strictly meet the qualifications but may have particular skills or work experience that may warrant continued consideration as candidates for the City Administrator/Human Resources Director position;
6. Review applications with the Mayor and City Council for the selection of semi-finalists (typically there will be between six and ten candidates who would continue as semi-finalists);
7. Contact semi-finalists designated by the Mayor and City Council; conduct background and reference checks; prepare semi-finalist candidate profile statements (see attachment for an example of the detailed 3-4 page reference report that we produce on each candidate at this stage); provide material to the Mayor and City Council;

[This is the most important and time-consuming part of the search process. Semi-finalists must supply references that are elected officials and staff superiors, peers, and subordinates with whom the applicant has worked. If references are not appropriate, semi-finalists must supply additional references. Questions are asked about accomplishments, strengths, skills, interpersonal relationships, and needed areas of improvement. This information is critical in evaluating the candidates and preparing the candidate profile statements. Semi-finalists will prepare electronic video interview presentations for the Mayor/Council to review. If desired as an alternative, telephone or video conference interviews can be arranged.]

8. Review semi-finalists with the Mayor and City Council for selection of candidates to be interviewed on site in Hudson;

[The Mayor and City Council review the resumes, the profiles developed from the reference/background information, and the electronic presentations. It then selects candidates as finalists to be interviewed. At this stage, all of the candidates should be technically qualified to

be the City Administrator/Human Resources Director. The primary value of the interview is to determine the "fit" with the Mayor, Council, staff, and community.]

9. Work with the Mayor and city staff to arrange interviews;

10. Assist in the interview process, including arranging the schedule, coordinating plans with candidates, providing sample interview questions, conducting a writing exercise, observing the interviews, facilitating the selection of the first choice, and seeing that the interviews run smoothly.

[While there are a variety of approaches to the interview process, PAA normally recommends a two-day process. On the first day, all of the finalists on individual schedules tour the City and meet with the City leadership and department staff. Although the department staff members do not participate in the selection of the new City Administrator/Human Resources Director, each of them is asked to comment on the candidates as further evidence for the Mayor and City Council to consider. These meetings are important for both the candidates and the staff and City officials. Other activities for the Mayor and City Council to consider are a community reception for candidates, an in-basket exercise, an emotional intelligence test and a psychological review.

On the second day, the Mayor and City Council interview each candidate for approximately one hour. In addition, each candidate participates in a writing exercise to determine writing skills. The actual interview days are scheduled at the convenience of the Mayor and City Council.]

**There are other approaches to the interview process. PAA will work with the City to determine the process that is most suitable for the City.**

11. Provide assistance in the negotiation of an employment agreement;

[Normally, the consultant receives instructions from the Mayor and City Council and negotiates an employment agreement for review and approval by the Mayor and City Council at an open meeting of the Council. However, we are prepared to work with the Mayor and City Council in any capacity in negotiating an employment agreement with the selected candidate.]

12. Prepare letters for the Mayor's signature thanking all applicants and notifying them of the final result.

## Cost

**\$9,700** for professional services plus direct consultant expenses estimated at between **\$500 and \$650** (primarily mileage, copying and applicable meals and/or necessary lodging).

Not included are costs for marketing (including the aforementioned advertisements and video position announcement) estimated at approximately **\$900**, any aptitude/psychological tests, or post-interview visits to the candidate's community of residence if desired or requested. These are pass through costs and PAA does not apply any mark-up.

PAA will bill the City for one-half of the professional services and all incurred expenses to date at the mid-point in the search process (selection of semi-finalists) and will bill the remainder of any other costs incurred on behalf of the City after the new City Administrator's contract has been approved.

## Schedule

Typically, a municipal management search of this type will take approximately 16 weeks from start to when the new city administrator begins his or her new duties. This process can be expedited depending on the willingness of the city council to schedule special meetings to meet the recruitment and selection process outlined above. Given the fact that Mr. Willi has indicated that he hopes to retire by mid-July, we are quite confident that the selection process will be completed well in advance of his departure, however, the new city administrator's start in Hudson will be totally dependent on his/her ability to leave their current employment and their ability to readily move or commute to Hudson. In the event that there is a gap between Mr. Willi's departure and the new administrator's arrival, PAA does provide interim management services and could provide those services to the City if necessary. We do that frequently in these situations and have a number of highly competent and experienced retired city administrators who could step in and assist the City.

## References from Recent PAA Municipal Administrator Searches (2017-2019)

**Jack Anderson**, Town Chairman, Town of Greenville, Wisconsin, Phone 920-757-5121 (O)

**Cameron Clapper**, Manager, City of Whitewater, Phone 651-323-0992

**James Fenlon**, Village Administrator, Village of Little Chute, Wisconsin, Phone 920-423-3850 (C)

**Steve Genisot**, Mayor, City of Marinette, Wisconsin, Phone 906-399-8854 (C)

**Tom Hartz**, Mayor, City of Lake Geneva, Phone 262-374-9127 (C) or 262-249-4085 (O)

**Mark McAndrews**, Town Chair, Town of Buchanan, Wisconsin, Phone 920-734-8599 (O)

**Brian McGuire**, Mayor, City of Mauston, Wisconsin, Phone 608-548-3035 (Cell)

**Mark Milliren**, Mayor, City of Durand, Wisconsin, Phone 715-672-8770 (O)

**Harley Reabe**, County Board Chair, Green Lake County, Wisconsin, Phone: 920-294-0824 (C)

**Susan Sanabria**, President, Village of Wind Point, Wisconsin, Phone 262-994-0733 (C)

**Dr. Lanny Tibaldo**, Town Chair, Town of Lawrence, Wisconsin, Phone: 920-619-6257 (C)

**Roger Truttman**, President, Village of New Glarus, Wisconsin, Phone 608-212-6785 (C)

**David Varnem**, Mayor, City of Lancaster, Wisconsin, Phone 608-723-4109(C)

**Laurie Voss**, Mayor, City of Abbotsford, Wisconsin, Phone 715-507-0152 (C)

**Dean Wolter**, Village President, Village of Germantown, Wisconsin, Phone 262-250-4785 (C)

## **Understanding**

Public Administration Associates, LLC will commit whatever time and effort is necessary to fully and successfully complete all tasks described in this proposal.

Public Administration Associates, LLC provides the following guarantees:

1. If the initial search is not successful, PAA will conduct an additional search until the City Administrator/Human Resources Director position is filled.
2. If the candidate selected either resigns or is terminated for cause within the first twelve months of employment, PAA will conduct a new search and waive its consultation fee.

## **Approval:**

Offered by:	<u>Kevin M. Brunner</u>	<u>3/31/2019</u>
	Public Administration Associates, LLC	Date

Accepted by:	_____	_____
	City of Hudson	Date

# City/Village/Town/County Clients of Public Administration Associates, LLC (Executive Recruitment Services) Since 1998

(State of Wisconsin unless otherwise noted)

Note: The number beside the municipality name is the number of times PAA has assisted the municipality.

## **Cities**

Abbotsford (2)  
Adams (2)  
Algoma  
Antigo (3)  
Ashland (2)  
Baraboo (2)  
Berlin  
Brillion  
Chilton  
Chippewa Falls (2)  
Clintonville (2)  
Columbus  
Crystal River, Florida  
Delavan (2)  
DePere (3)  
Durand (3)  
Eagle River  
El Paso, Illinois  
Elroy (3)  
Evansville (3)  
Fond du Lac  
Fort Atkinson  
Fox Lake (3)  
Geneseo, Illinois  
Hartford  
Hillsboro (2)  
Horicon  
Hudson  
Independence, Iowa  
Jefferson (4)  
Kewaunee  
Lake Geneva (2)  
Lancaster (4)  
Marinette (2)  
Marquette, Iowa  
Marshfield (2)  
Mauston (3)  
Menominee, Michigan  
Mequon  
Menasha  
Merrill  
Milton  
Minonk, Illinois (3)  
Monona (3)  
Monroe (2)  
New Lisbon  
New London (3)

Niagara  
Oak Park Heights, MN  
Oconto (2)  
Omro  
Park Falls  
Pine Island, MN  
Platteville (4)  
Prairie du Chien (2)  
Princeton (2)  
Racine  
Reedsburg (2)  
Rhineland  
Rice Lake  
Richland Center  
Shawano (4)  
South Haven, MI  
St. Croix Falls  
St. Francis  
Sturgeon Bay (5)  
Thorp  
Tomah (2)  
Verona (3)  
Washburn (2)  
Waukesha  
Waupaca  
Waupun  
Wautoma  
Wauwatosa (2)  
Weyauwega (3)  
Whitewater (3)

## **Villages**

Ashwaubenon  
Bayside (3)  
Bellevue  
Belleville  
Bonduel  
Clinton (2)  
Colfax  
Cross Plains (2)  
Darien  
Denmark (2)  
East Troy  
Edgar  
Egg Harbor (2)  
Elkhart Lake  
Elm Grove  
Ephraim

Fox Point (2)  
Germantown  
Grafton (2)  
Greendale (2)  
Hales Corners  
Hammond  
Hartland (2)  
Howard (3)  
Johnson Creek (3)  
Kewaskum  
Little Chute (4)  
Lodi (3)  
Marshall  
Maple Bluff  
McFarland (2)  
Merton  
New Glarus (3)  
North Fond du Lac (3)  
Oregon  
Osceola(2)  
Paddock Lake (2)  
Palmyra  
Pardeeville  
Prairie du Sac  
Pulaski  
Rothschild  
Sherwood  
Slinger (2)  
Somerset  
Spring Green  
Suamico(2)  
Sussex  
Thiensville (2)  
Turtle Lake  
Twin Lakes (2)  
Union Grove (2)  
Waterford  
Waunakee  
W. Milwaukee (3)  
Williams Bay  
Wind Point (2)  
Winneconne (3)  
Whitefish Bay (2)  
Wrightstown (3)

## **Towns**

Beloit  
Buchanan (4)



Cedarburg (2)  
 Clayton  
 Empire  
 Fox Crossing (Menasha) (4)  
 Gibraltar (2)  
 Grand Chute (3)  
 Greenville (2)  
 La Pointe  
 Lawrence (2)  
 Ledgeview

Linn  
 Oconto  
 Rib Mountain  
 Richfield (2)  
 Weston

Monroe  
 Polk (3)  
 Price  
 Shawano  
 Wabasha, MN (2)  
 Washburn

### Counties

Chippewa (3)  
 Green Lake  
 Iowa

**Example of the Detailed Reference Reports that PAA Provides the Governing Body on Semi-Finalist Candidates (this particular report is from a 2018 search and the name of the candidate has been redacted to maintain confidentiality)**

## **REFERENCE SUMMARY-CONFIDENTIAL**

### **CANDIDATE:** [REDACTED]

**Summary:** [REDACTED] recently has retired from a career in the U.S. Army in which he achieved the final rank of Colonel. His last military position was that of Senior Army Advisor to the State of Tennessee and he previously held a series of progressively more responsible leadership positions over a 29 year military career. Among the US Army awards that he has received are the Draper Leadership Award for demonstrated excellence in executive leadership and the Order of St. George Silver Medallion for lifetime contributions to the profession.

While he does not have administrative experience outside of the military, all of his references indicate that he is an outstanding leader who is widely respected by those he has worked for and by those that have worked for him. As Gen. H.R. McMaster (who was [REDACTED] commanding officer while at Fort Benning, GA from 2012-2014 and is now President Trump's National Security Advisor) stated in a reference letter "I have no doubt that John [REDACTED] vast operational, leadership and problem solving experience and expertise will transfer easily". His other references echo that statement with comments like "he has learned to adapt to any challenge and he will continue to do so for whomever he work for in the future" and "he has the unwavering calmness and ability to adjust to constant change". He is portrayed by his references as being less of a formal authority leader as some civilians might apply to military personnel in general.

While serving two tours of duty in Iraq (2005-2006 and 2008-2009), [REDACTED] was intimately involved in working with local governments there. He indicates that he served as essentially the town administrator for a suburb of Baghdad with a population of over 100,000. The organization that he led there was responsible for everything you would expect from local government, including public safety, public works, capital improvements, utilities, parks and

recreation and economic development. He also served as coach and mentor to the recently elected city council and did a considerable amount of work in educating and training them in their new democratic roles and responsibilities. One of his references, Brig. General Brian Winski, called him one of the “finest officers he has ever worked with”.

██████████ would necessarily have a steep learning curve if he were to assume the town administrator role. His strengths are in operations and overall organizational leadership and has less “hands-on” experience in areas such as finance and human resources. He is definitely a “quick study” though and appears that he could pick up the knowledge and skills he would need to become effective quite readily.

██████████ has lived all over the country and the world during his military career and while growing up in a military family. He did, however, graduate from high school in Green Bay and is a graduate of UW-Milwaukee. While, he has told me that while he can’t really call any one location home, with his transition out of the Army, he hopes to be able to return to calling Wisconsin home.

**REFERENCES USED:** George Desario, Director, US Army Chief of Armor, Fort Benning, GA; Col. Daniel Kirk, Commander, 157<sup>th</sup> Infantry Brigade, Camp Atterbury, IN; Lt. General H.R. McMaster, Former Director, US Army Capabilities Integration Center, Fort Eustis, VA; Brig. Gen. Brian Winski, US Army Director of Operations, Readiness and Mobilization, Washington D.C.

**POSITIVE SKILLS:** “Very detailed oriented with great experience in managing personnel, equipment and funding” “A team player who understands the mission of the organization” “Unwavering calmness and the ability to adjust to constant change” “Steadfast honesty” “Has tremendous potential to excel in any environment that requires serious thought, qualitative and quantitative analysis and adaptability” “An exceptional leader who has displayed the highest degree of professional competence, integrity, dedication, personal drive and initiative across a career of distinguished service” “Outstanding character, keen intellect, and impressive leadership capabilities”

**FIRST IMPRESSIONS:** “Immediately portrays an impression of a wise, dedicated and experienced leader” “His personal manner is understated and that of a competent professional...he is authentic and genuine” “He is a proven communicator and will earn respect because of his competence and because he treats others with respect” “He is confident, very capable, and always comfortable, even in environments that would not normally be considered outside of his comfort zone”

**SKILLS TO WORK ON:** “There will be a learning curve for him as he transitions to civilian life but, as a military leader he has learned to adapt to any challenge and he will continue to do so for any organization that he leads” “His last assignment in the Army he was working in a largely civilian organization which I think would be an advantage to any officer making the transition...he is a less ‘formal authority’ leader that civilians sometimes apply to military folks in general” “Highly adaptable to any assignment, he performs well in all areas of management and leadership” “In the military we have significant formal authority over those in our command, and the dynamics in a civilian workplace are different”

**RELATIONSHIPS WITH:**

**ELECTED OFFICIALS-** [REDACTED] has never directly worked for an elected governing body but was given high marks by his references for his ability to relate well to all levels of the organizations he worked in. One reference indicated that "he could be counted on to provide guidance to his superiors, peers and subordinates alike". Another remarked that "he had some very difficult bosses in the military but I was amazed at the level of pain he could absorb during the course of working with those folks"

**DEPARTMENT HEADS-** "He is comfortable in a dynamic, goal oriented environment and is able to lead efforts to develop creative solutions and array limited resources in time, space and purpose to achieve exceptional results" "Value him as a builder of teams" "He acted as a tremendous shield to his people and didn't amplify downwards as many lesser leaders do" "One of his strengths is training and developing professionals from diverse fields in order to form cohesive teams" "Exceptional in every regard-he is extremely loyal and will always provide candid feedback and advice"

**CITIZENS AND MEDIA-** [REDACTED] has really never worked directly with citizens in the military as he would need to at the local government level and also has not had much experience as well working with the media. With that said, his references do not believe he couldn't readily assume an effective role in working with both citizens and the media...as one reference put it "he has a soft touch with people but that is combined with world class determination"

**COMMUNITY INVOLVEMENT:** "In the military you don't have much time for community involvement" "Very involved in a variety of military base organizations"

**REASON FOR SEEKING NEW POSITION;** "Can readily make the transition to a civilian leadership role" "Retiring from military and wants to continue in public service" "Will excel in any executive level position whether it be in the private sector or in the Senior Executive Service"

**PERSONAL;** "Nothing-impeccable" "Absolutely not"

**OTHER COMMENTS:** "John is prepared to meet any challenge...He should be sought for immediate recruitment as a highly valuable member of your organization-he would be an asset to your Town" "He generates loyalty among his subordinates and gets results in the toughest environments and conditions" "Absolutely will be successful as a city manager" "He enjoys my complete support and admiration"

**COUNCIL/COMMITTEE ISSUES**

**SUBMITTED TO:** Common Council

**DATE:** 4/3/19

**SUBMITTED BY:** Scott St. Martin Fire Chief

**REGARDING:** Approval of Construction Company for proposed fire station

**ISSUE:** We are asking to approve Market and Johnson, the lowest bid out of 9 submissions, for the construction company to build the proposed fire station. We are also requesting any change orders up to \$15,000 and not exceeding the contingency balance, to be approved by the Fire Chief and City Administrator. This was done on the Well 10 project and helped in expediting any changes without slowing down construction.

**BUDGET IMPACT:** Total cost for Market & Johnson contract \$5,759,600.00

Total Estimated Costs with contingencies

Misc. Costs:	Inspection fees & technology	\$ 44,370
	Review by State	\$ 3,300
	Furnishings/Appliances/Extractors	\$231,470
	Surveying/staking	\$ 12,000
	Telephone/computer cabling/station alerting	\$114,500

**Sub Total** **\$6,165,240.00**

Construction Contingency	\$316,778
Design/Engineering	\$472,302

**Grand Total** **\$6,954.320.00**

**FUNDING SOURCE:** Bonding (approved for 7 million)

**RECOMMENDATION:** Move forward with hiring Market and Johnson to begin building the proposed fire station.